

JOB DESCRIPTION FOR
PROPERTY MANAGEMENT SERVICES
FOR THE WATERSHED CONSERVATION AUTHORITY PROPERTIES:
THE DUCK FARM & EL ENCANTO

Desirable Qualifications: The candidate must possess a high degree of independent initiative, a positive attitude, excellent interpersonal skills, diplomacy, and tact; excellent organization and communication (verbal and written) skills; good computer skills; the ability to maintain confidentiality and relieve the Project Managers of routine property management duties.

1. Tenants: The candidate shall:

- 1.1. Ensure that all revenues are collected.
 - 1.1.1. Understand the rental agreements and leases.
- 1.2. Ensure that legal notices are served accurately to ensure swift compliance.

2. Maintenance & Repairs: The candidate shall:

- 2.1 Report observations and make recommendations to the WCA Project Managers on maintenance duties necessary to maintain the property in a clean and safe condition.
- 2.2 Oversee ordinary repairs and maintenance.
- 2.3 Oversee exceptional, one time &/or emergency maintenance and supervise all work from start to finish.
- 2.4 Liaison with the Water System Operator and the WCA project manager about work that is required or necessary for the water system at El Encanto.
- 2.5 Ensure that proper licensing, insurance and permits prior to any major repairs such as, but not limited to, roofing, irrigation, and electrical.

3. Communication: The candidate shall:

- 3.1 Create a monthly written report for each property (the Duck Farm and El Encanto) that includes but is not limited to: total revenues, an assessment & analysis of any work that has taken or is taking place on the property, an assessment of the actions needed tending to and the estimate of the expenses for the next quarter.
- 3.2 Represent the agency before community and governmental agencies related to providing property and project management functions.

4. Project Management Assistance: The candidate shall:

- 4.1 Assist with all tasks as necessary to insure that the property site is well managed and complies with all community standards including fire, safety and health codes.
- 4.2 On an "as needed" basis be asked to perform duties related to the overall project management such as planning, community and government relations.

Salary Range: \$12-\$15/hour

Approximate Hours: 20 hours per week

Location: The candidate will work out of the WCA offices that are currently located in Alhambra, CA (900 S Fremont Ave) but will soon be relocating to Azusa, CA (100 Old San Gabriel Canyon Road).

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